



# COVID-19 Safety Plan

UPDATED: FRIDAY 3 APRIL  
VERSION: 2.1

# A plan for INSITE's permanent and casual staff and our network of suppliers and contractors.

This plan has been developed to:

1. Eliminate risk of you contracting COVID-19 through activities performed as part of your essential service delivering goods
2. Protect your household and the whole community of New Zealand from the risk of you transporting the virus between locations and into your household on items, clothing, and yourself
3. Eliminate risk of passing on COVID-19 to any providers or receivers of goods in cases where you have contracted COVID-19 and you do not know

You are invited to suggest improvements to this plan – it is updated regularly and designed to keep everyone safe so collaboration from staff, clients, those receiving goods and other logistics providers is necessary and strongly encouraged.

Please ask anyone in your household, who is able to, to support you implementing this plan.

## **This plan is split into the following parts:**

1. General policy
2. Before your shift
3. When conducting collections, deliveries and other types of work
4. After your shift
5. When you are not working
6. Sanitising formulas
7. Personal protective equipment

## **Important Updates to this Safety Plan since last version:**

- ⇒ Instructions have been separated into categories as listed above
- ⇒ Information about preferred sanitising compounds and techniques and how to mix sanitising compounds in your home has been added

## General policy

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1. INSITE recognises the critical importance of remaining able to operate our essential delivery service into hospitals and healthcare institutions during Level 4 Alert, and, most critically, ensuring we do not spread the virus. This Safety Plan is to minimise risks to INSITE staff, contractors & their households, clients, those receiving goods, and 4.8M New Zealanders.
2. This Covid-19 Safety Plan will be reviewed and updated on a regular basis, as the situation changes, in line with New Zealand Government regulations and stakeholder requirements.
3. During Level 4 Alert, wherever possible, INSITE staff and contractors are required to perform their work from home and are advised to stay home as much as possible. While at home, staff and everyone in their households are expected to follow every best practice outlined by the NZ Government.
4. All meetings are to be held via phone or video conference.
5. Where it is not possible to stay home due to the nature of our work, INSITE staff and contractors who are required 'on the road' must, prior to beginning their shift, confirm with Operations Manager Kyle De Rozario or if he's not available, Managing Director Simon Tattersfield that they are feeling 100% well.
6. Staff and contractors affected by **any type of illness** are required to self-isolate until they are 100% well.
7. Staff and contractors are to strictly follow the procedures outlined in this safety plan.

8. Each vehicle and/or team member should be equipped with:

- 70% ethanol sanitiser
- Disposable face masks
- Safety glasses
- Heavy duty gloves
- Disposable gloves

Please audit your stock of these items and liaise with us about getting everything you need within access and take responsibility to replenish these items as they run out.

A sanitiser recipe using methylated spirits is provided at the end of this document.

If you have any issues or require help sourcing, please immediately let Operations Manager Kyle De Rozario know.

## Before your shift

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9. Wash hands for at least 20 seconds exactly like this: [https://youtu.be/bP\\_HOUbWOF8](https://youtu.be/bP_HOUbWOF8)
10. Take a plastic bag with you (to dispose of face masks, disposable gloves, etc) – please source this yourself.

Upon entering your vehicle, sanitise / disinfect the following surfaces using a 70% ethanol sanitiser:

- inside door handle
- outside door handle
- tail lift controls
- steering wheel
- hand break
- gear stick
- phone charger points
- headphones
- your mobile device – all areas including front, back and buttons
- safety glasses
- radio controls
- window button
- indicators
- sun visors
- any other high-touch areas

### Method and contact time

Spray the surface with 70% ethanol and let it penetrate and dry. Ideally, don't rub or wipe the surface. If it doesn't evaporate it's okay to wipe but don't try to wipe it off – just enough so you create a thin enough film to dry.

There's no requirement to use PPE with 70% ethanol but do not get it on your face. If you've done it correctly it will probably be dry within 60 seconds and putting glasses on with a trace remaining will not pose a health risk.

# When conducting collections, deliveries and other types of work

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11. **Always travel on your own** – do not ever allow any passengers into your vehicle – it is not possible to be 2 metres apart.
12. Apply 70% ethanol sanitiser on your hands **every time** before exiting the vehicle and after re-entering it. Apply it and rub into your hands in the same way you would if you were washing them – ensuring every part of each hand is exposed to the formula.
13. [Studies suggest](#) Covid-19 can be alive on surfaces for **up to three days**:
  - Copper: up to 4 hours
  - Cardboard: up to 24 hours
  - plastic and stainless steel: 2–3 days

*Our highest risk of transmission remains through person-to-person infection via droplets in the air, but we are touching many surfaces, often only recently touched by another person and we should be aware of the risk of transmission via solid surfaces.*
14. Always remember that the parts of your body at most risk of being exposed to Covid-19 are your **eyes, nose, mouth and hands**.
15. Avoid direct contact with gas pumps and pin pads when using EFTPOS. Use something other than your finger – keys, a chopstick, cut a single use glove into single fingers or immediately sanitise afterwards.
16. Follow these steps when collecting, handling or delivering **any goods**:
  - **If you need to wear gloves**
    - > Wear single use gloves and dispose afterwards, or
    - > Wear heavy duty gloves and spray with sanitiser when you take them off and set aside to dry

*Note that we recommend un-gloved hands are still fine for handling items that don't require them – as long as you are sanitising correctly before and after touching items.*

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- **Receivers of goods are not to sign** on your personal devices / phone – INSITE drivers will confirm receiver's name and sign on their behalf and/or take photos where possible
  - **Do not sign** anything or use any shared resource, eg a pen
  - Cooperate and obey health and safety instructions provided by our clients and the sites we visit, **except when they conflict with this Safety Plan**
  - Maintain a **2-metre distance** from everyone
  - When not wearing gloves, touch only what is absolutely necessary and if you have to touch something, wash or sanitise your hands directly after.

17. **Follow these additional steps when at hospitals or healthcare institutions** or in enclosed spaces like rooms or when conducting any task that makes maintenance of a 2 metres physical distance from others at all times is difficult (eg: where more than one person is required to move a medical device), or when you believe you could be in contact with high-risk people:

- Apply your safety glasses
- **Apply a single use facemask** correctly following these steps [provided by MOH](#):
  - > place over nose, mouth and chin
  - > fit flexible nose piece over nose bridge
  - > secure on head with ties or elastic
  - > adjust to fit – secure on your head, fitting snugly around your face with no gaps
  - > avoid touching or adjusting your mask during use

*Masks should fit snugly and fully cover your nose and mouth.*

*Always wash your hands with soap and water and dry your hands thoroughly or use hand sanitiser before and after fitting your face mask.*

- **Remove and discard your face mask before re-entering the vehicle** correctly following these steps [provided by MOH](#):
  - > avoid touching the front of the mask
  - > if the mask has ties, untie the bottom, then top tie
  - > remove from face
  - > discard, do not use again
  - > wash hands with soap and water and dry hands thoroughly or use hand sanitiser immediately.

18. Wash your hands whenever you have an opportunity using the correct method.  
Washing your hands is more effective than hand sanitiser.

19. If you are going long haul, please be aware:

- You should take plenty of food and water to last the duration of your trip
- It is likely that you won't have access to toilets (and where you do, you'll need to practice scrupulous sanitising)
- Your trip will need to be well planned to minimise social contact, and because usual accommodation and services may be unavailable, Kyle will help you plan your trip to ensure you have safe resting, eating and sleeping options.



## After your Shift

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20. Before exiting your vehicle, sanitise / disinfect the following surfaces using 70% ethanol sanitiser:

- inside door handle
- outside door handle
- tail lift controls
- steering wheel
- hand break
- gear stick
- phone charger points
- headphones
- your mobile device – all areas including front, back and buttons
- safety glasses
- headphones
- radio controls
- window button
- indicators
- sun visors
- any other high-touch areas

21. Go directly home after your shift to correctly sanitise – don't go to the supermarket or store.

22. **Before entering your home** remove any PPE and footwear. Store your footwear in your vehicle or in a dry place outside your house.

23. Upon entry, before touching anything immediately wash your hands, shower and wash your hair.

24. Your uniform should be removed, placed directly into the washing machine and laundered immediately after every shift using this method:

- Use gloves to handle clothing before they go in the machine (kitchen gloves are fine but sanitise afterwards)

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- Wash uniform separately to any other clothing
  - Ideally use a hot wash (60degrees)
  - Read and follow directions on the labels of laundry or clothing and detergent. In general, wash and dry laundry and clothing with the warmest temperatures recommended on the label.<sup>1</sup>
  - Be aware that washing at 60degrees is the best way to remove traces of bacteria and viruses, or washing at 40degrees with the addition of bleach.<sup>2</sup> (no hotter than 40 degrees if using bleach, as this is where it is most effective)

> 1 tablespoon of bleach for 8-10-litre washing machine

> 1.5 tablespoons for 12-litre+

If you decide to use bleach, please read product labels carefully and follow precautions.

25. Disinfect anything you couldn't avoid touching before you washed your hands or may have touched while handling clothes – for example door handles and your washing machine door.

26. If you have vulnerable people in your household, consider whether you could self-isolate inside your household for the duration of Level 4 Alert.

## When you are not working

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27. Keep a close eye on your health and let us know if you have any signs of illnesses. At any sign of illnesses, contact your GP or Healthline to find out the next steps. We need you to stay home if you are not a 100% well.

28. Ensure that you, and everyone in your 'bubble' (household) follows every best practice and instruction from the NZ Government.

- Only go out when totally necessary or for exercise in your own community
- Wash your hands before you exit and as soon as you re-enter your house using the correct method
- Do not touch anything outside unless necessary
- If you do touch something be sure **NOT** to touch your face until you have washed your hands thoroughly.

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<sup>1</sup> Ministry of Health, [Guidance for cleaning personnel](#)

<sup>2</sup> [Cold vs Hot Water Washing](#), Cleaning and Maintenance Management

# Sanitising formulas

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Alcohol and bleach are acceptable chemical disinfectants if used appropriately. As with any other disinfectants, soiled surfaces need to be cleaned with water and detergent first.<sup>3</sup>

**INSITE recommends the use of ethanol (alcohol) sanitisers above bleach sanitisers for the following reasons:**

- Ethanol formulas are suitable for use on skin and surfaces
- Bleach can erode surfaces, especially metal surfaces
- Bleach degrades over time, through contact with organic matter and through exposure to sunlight. This means you would need to reformulate a bleach compound every 24 hours to be confident in its efficacy.

## **Ethanol sanitiser – preferred disinfectant**

Ethanol-based sanitisers can be used on surfaces and hands.

In order to be effective, ethanol concentration needs to be at 70% – a higher % is **not** more effective because water is required to spread and envelop the virus<sup>4</sup>. If using your own store-purchased sanitiser, please check the ingredients, or use the home-made methylated spirits option below.

When using on hands, or gloves, follow the same method as you would if you were washing your hands – ensuring contact with every part of skin and between fingers.

Sanitisers are not a replacement for washing your hands properly – this is always the best method for eliminating the virus from your hands.

## **Bleach disinfectant – only use when 70% ethanol sanitiser is unavailable**

Bleach is a strong and effective disinfectant – its active ingredient sodium hypochlorite is effective in killing bacteria, fungi and viruses, including influenza virus – but it is easily inactivated by organic material. Bleach can corrode metals and damage painted surfaces. It also degrades through contact with organic matter and sunlight, making it less reliable

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<sup>3</sup> National Centre for Biotechnology Information, US: Infection Prevention and Control of Epidemic- and Pandemic-Prone Acute Respiratory Infections in Health Care. [Use of Disinfectants and Alcohol](#)

<sup>4</sup> [ResearchGate.net](#)

over time and stringent safety measures are required when using to avoid unintended health consequences.

### Formulating ethanol sanitiser at home

Staff and contractors should be prepared to make their own sanitising formulas at home in cases where INSITE management is unable to distribute to you in time or supplies are short.

This is reference information to the best practice that we currently have available regarding access to effective accessible products. Please try to source the ingredients along with some spray bottles in preparation.

#### Ethanol formula

**For use on hands and surfaces only**

**The ideal solution to aim for is 70% ethanol to be effective (no more, no less)**

**This recipe uses a base ingredient of 95% ethanol methylated spirits**

- 737ml methylated spirits\*\*\*
- 263ml boiled, cooled water

#### Preparing safely

When working with undiluted and diluted mixtures, ensure the area you are working in is well ventilated to ensure safety to yourself and other staff. Remember alcohol is flammable. Wear gloves when mixing. Don't get undiluted or diluted mixtures in your eyes, nose, mouth or anywhere on your face.

#### Notes about purchasing methylated spirits

\*\*\* **IMPORTANT** the above recipe is based on using 95% ethanol methylated spirits. Before mixing this compound, first check its existing ethanol content of the product you are using and where possible, use methylated spirits with the highest concentrate of ethanol, which is likely to be 95%.

The other common ingredient in off-the-shelf products is denatonium benzoate – which is commonly added to as a deterrent to ingestion of toxic substances. Because you are likely to be using this formula on your hands, we recommend starting with a product containing only ethanol and water if possible.

If you can access Bunnings, we recommend using [Digger's Violet Methylated Spirits](#) which contains  $\geq 95\%$  ethanol and  $\leq 5\%$  water.

## Personal Protective Equipment (PPE)

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29.INSITE staff and contractors need access to the following:

- A supply of face masks
- Heavy duty gloves
- Disposable gloves
- Safety glasses
- Hand and surface sanitiser – 70% ethanol

We will update the next version of this document with more best practice PPE.

**“Act like you already have COVID-19 and you don’t want to pass it on to anyone.”**

- Advice from New Zealand Prime Minister Jacinda Ardern



[insitelogistics.nz](https://insitelogistics.nz)

Unite  
against  
COVID-19